



General Event Rules for All Socket Fiber Ambassadors

Socket Vehicles

- Only Socket employees who are on the Socket insurance may drive the Socket vehicle.
- Only Socket employees may ride in the Socket vehicle.

Alcohol At Events

- If you are driving the Socket vehicle to or from the event, you may not consume alcohol at the event.
- If you are working an event where there is alcohol available, you may not consume alcohol while representing Socket
 - Hourly employees must be clocked out and the Socket display must be taken down before consuming alcohol at the event.
 - Salary employees must take down and put away the Socket display before consuming alcohol at the event
- Socket employees must be 21 or older to consume alcohol at events
- The presence or consumption of alcohol is not permitted on transportation vehicles used during or to support company-sponsored events
- Team Members representing Socket at sponsored events, must be responsible regarding their use of alcohol and abiding by the laws and policies of the state, country or organization they are visiting. Socket may take disciplinary action against individuals whose use of alcoholic beverages negatively impacts the company's brand, business operations or the health, safety and welfare of its employees.
- Alcoholic purchases are not eligible for reimbursement.
- Alcohol from the event must be consumed inside the confines of the event space and may not travel outside of the designated event area.

Family Members At Events

- If your child is being watched by someone who is not working for Socket at the event, they are welcome to attend!
- If your spouse would like to attend the event, they may! They are not allowed to ride in the Socket vehicle, however.



Company Owned Vehicle Policy

The assignment and use of a company vehicle is a privilege, and it is Socket's policy that employees operate in a safe and economical manner while driving. This document is intended to help you comply with the policy and summarize the controls.

Controls:

1. Only Socket employees who have been pre-approved by management may operate a company vehicle.
2. Company vehicles may not be used for personal use unless approved by the Chief Operating Officer.
3. You must be mentally and physically able to drive safely.
4. If for any reason your license is revoked, suspended, or in danger of being suspended, you must notify Human Resources before continuing to operate a company vehicle.
5. You must conform to all traffic laws, signals and markings, and make proper allowances for adverse weather and traffic conditions.
6. You must be courteous at all times, respecting the rights of other drivers and pedestrians.
7. You must wear your seatbelt at all times.
8. You may not smoke (or use electronic nicotine devices) in a company vehicle, or allow others to do so.
9. You may not consume alcoholic beverages in a company vehicle, or allow others to do so.
10. You may not drive a company vehicle if you are under the influence of drugs or alcohol.
11. You may only use hands-free devices if taking phone calls while driving. If possible, it is preferred that you find a safe spot to pull over for the duration of the phone call.

Qualifications:

1. You must have a valid driver's license.
2. You must have and keep a favorable driving record, and be willing to submit to a periodic review of your driving record.

Accidents:

1. If you are involved in an accident while driving a company vehicle, you must notify Socket immediately and follow the procedures established and required by our insurance provider. (Please see the back of the insurance card, located in the glove box.)
2. If you are found at fault for an accident in a company vehicle, you may be required to take a drug test.

A violation of any of the above may result in your loss of driving privileges of all Socket vehicles, and possible termination.

Signature

Today's Date

Print Name